



YOUTH GROUP PERMIT APPLICATION PACKET

2023 Information, Conditions & Requirements

FEES, DATES AND INFORMATION CONTAINED HEREIN ARE SUBJECT TO CHANGE.

APPLICATION MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

Use this Youth Group Application for DAY CAMPS, DAY CARE CENTERS, and RELIGIOUS YOUTH GROUPS.

(Youth Organization is defined as an organized group of 10 or more unrelated youths 16 and under.) Youth Organizations, profit and non-profit, must comply with the following requirements, in addition to the rules and regulations of the Group Use Permit which may be obtained from the permit office.

Youth Group Permit applications can be downloaded at parks.ny.gov → Regions → Long Island → Permits

1. **Applications must be RECEIVED no less than 14 days prior to the date of the event.** All permits are issued on a first come, first served basis in accordance with receipt of application. Applications are accepted **by mail (PO Box 247, Babylon, NY 11702)** or at the LI Regional Headquarters **Drop Box at 625 Belmont Avenue, West Babylon, NY 11704 (SOUTHERN STATE PARKWAY (EXIT 37N))**, NO fax submissions, and **MUST** be accompanied by the required permit fee, bus fee, any necessary paperwork, and a self-addressed business size, stamped, envelope. All alternate dates must be listed on one application. Only one application per group. **ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**
2. Permits must be accompanied by the proper permit fees and the following requirements:
 - a. Photocopy of this year's or last year's certificate or license from the applicable state or local agency (Example: Board of Health, Department of Social Services, etc.) authorizing the permittee to operate a youth organization and that the permittee meets all the legal requirements for such an operation during the terms of the permit.
 - b. Name, address and telephone number of the owners and operators.
 - c. Copy of certificate of insurance – see attached sample.
3. A SEPARATE application and check or money order must be submitted for each outing date requested. If this requirement is not followed all applications and materials **WILL BE RETURNED.**
4. Permits may be limited to a maximum of two days per week to any combination of State Parks in the Long Island Region.

EXCEPTION: CAPTREE STATE PARK: visits to Captree for the purpose of fishing/excursion boat trips will not be counted in the 2 day per week limit. A permit is required.

EXCEPTION: ROBERT MOSES STATE PARK IS NOT AVAILABLE TO ANY YOUTH GROUPS.
5. Due to space limitations, permits will be issued subject solely at the discretion of the Long Island State Park Region.
6. No persons more than the number authorized in the permit are to be brought to the park. The number of passengers in the class vehicle used must not exceed the allowable limits as fixed by law, or codes, rules, and regulations.
7. The permittee is subject to compliance with all the terms herein described and any violation will result in refusal of admittance or request to leave the park. All members of the group must comply with the directives of the Park Manager/Superintendent or his/ her designated representative.
8. Permits are issued on the condition that the permittee shall be responsible for any and all damage to park property or facilities which may result from the permittee's use thereof. The said permittee assumes all risks and shall hold harmless and defend the State of New York, the New York State Office of Parks, Recreation and Historic Preservation and the Long Island State Park Region, its officers and employees, for injury or death arising out of an accident to themselves or others, resulting from activities under this permit or by reason of any authorized activities undertaken in the contravention to the terms under which this permit is issued. Violation of the above rules or other Long Island State Park regulations will result in immediate revocation of permit (NO REFUND), possible issuance of summons and whatever other legal remedies the Long Island State Park Region deems necessary.

TRANSPORTATION FEES AND INFORMATION:

9. All vehicles must pay vehicular use fee (VUF) or park entry fee upon arrival, when in effect.
10. Unless otherwise specified, all vehicles must park in designated areas and no reserved parking spaces will be assigned. Vehicles are not permitted in picnic areas or on service roads.
11. Drop off or pick-up of members of the group on roadways, toll plazas, park entrances or at any point within the park other than that designated by the Park Manager/Superintendent is **STRICTLY PROHIBITED.**

BUSES:

12. Bus traffic is not permitted on Long Island State Parkways except for:
 - Heckscher Parkway **SOUTH** of Sunrise Highway (Route 27)
 - Wantagh, Meadowbrook and Robert Moses Parkways **SOUTH** of Merrick Road (Route 27A)
 - Sunken Meadow Parkway **NORTH** of Route 25A
 - Ocean Parkways and Montauk Highway.
13. Bus entrance tickets are \$75.00, or \$35.00 for organizations enclosing New York State Tax Exempt form (ST-119) with application.
14. **Section 104 of the Vehicle and Traffic Law defines "bus" as: Every motor vehicle having a seating capacity of 15 passengers or more in addition to the driver and used for the transportation of persons. All vehicles registered as a bus must pay the bus fee regardless of the number of passengers on board.**
15. All organizations arriving at the park without a permit will be charged the full \$75.00 bus fee (provided that the park has not reached full capacity). No refund will be given for the difference between commercial and non-profit bus tickets.
16. **BUS SCHOOL GROUPS ONLY for Jones Beach:**
 - Outing buses must enter the park via Merrick Road (Route 27A) south to MEADOWBROOK PARKWAY or ROBERT MOSES CAUSEWAY and unload and load at Field 4 unless specified within the permit.
 - Buses will park in the areas for outing buses in Parking Field 4 or as otherwise directed.
 - All buses must leave at sunset or before 12 midnight when park is open at night.

GUIDELINES FOR SWIMMING BY YOUTH ORGANIZATIONS:

Recognizing that swimming carries with it inherent risks and in view of PARKS' mission to provide "...safe enjoyable recreational... opportunities...", the following guidelines have been instituted and shall apply to all youth organizations seeking approval for organized outings to Long Island State Parks when those outings are to include swimming or bathing by youth organizations:

- A. Children under ten (10) years of age shall not be permitted to engage in ocean swimming or bathing.
- B. When youth organizations are brought into the water for swimming or bathing of any kind, the youth organization will provide for a counselor-to-youth ratio of no less than 1 to 6 and will utilize the buddy system as noted in the NYS health code.
- C. Before any attempt is made to enter the ocean, the youth organization's group leader must first report to the main lifeguard stand and show the permit issued by Long Island State Park Region to the lifeguard officer in charge of the main stand. The youth organization's leader must ask the head lifeguard where the group should enter the water. (NOTE: IT REMAINS WITHIN THE DISCRETION OF THE LIFEGUARD IN CHARGE TO PROHIBIT BATHING IF, IN THE JUDGEMENT OF THE LIFEGUARD, WATER CONDITIONS DO NOT ALLOW FOR SAFE BATHING).
- D. Youth organization operators are responsible for maintaining effective control of their groups' litter by placing it in trash receptacles provided on the beachfront. They will also assure that their groups do not occupy licensed concession premises or otherwise prevent concession customers from using sales and seating areas within those licensed premises, unless youth organization members make appropriate sales. The youth organization operators are also responsible for assuring that comfort stations are not used for any other purpose including changing clothes and bathing/showering since there are facilities provided for those purposes within the park.
- E. No more than 50 children will be permitted at any one oceanfront at any one time to ensure effective surveillance of the waterfront by lifeguards. State park facilities at which swimming or bathing will be permitted and the maximum number of youths for which a permit may be issued are specified below:

2023 SEASON DATES ARE JUNE 26 THROUGH AUGUST 25, UNLESS OTHERWISE NOTED

| FACILITY | LOCATION | MAXIMUM SIZE GROUP | TIMES |
|--------------------------------------|-------------|--------------------|--------------------|
| Jones Beach East Bathhouse | Ocean Beach | 50 | 10:45am to 12:45pm |
| | | 50 | 1:15pm to 3:15pm |
| Jones Beach West Bathhouse | Ocean Beach | 50 | 10:45am to 12:45pm |
| | | 50 | 1:15pm to 3:15pm |
| Jones Beach West Bathhouse | Pool* | 200 | 10:45am to 12:45pm |
| | | 200 | 1:15pm to 3:15pm |
| Jones Beach Zach's Bay | Bay | 200 | 10:45am to 12:45pm |
| | | 200 | 1:15pm to 3:15pm |
| Heckscher | Bay | 200 | 10:45am to 12:45pm |
| | | 200 | 1:15pm to 3:15pm |
| Sunken Meadow (Gov. Alfred E. Smith) | L.I. Sound | 200 | 10:45am to 12:45pm |
| | | 200 | 1:15pm to 3:15pm |

*Pool fees are \$5.00 PER ADULT, \$3.00 PER CHILD. Lockers are available for an additional fee. Fees paid at Jones Beach.

NO FOOD, DRINK OR COOLERS MAY BE BROUGHT INTO ANY POOL AREA

REFUND POLICY:

17. The permit is refundable for inclement weather or if advance notice of cancellation is received in the permit office, in writing (no phone calls) at least **7 DAYS** before event date along with original permit and original bus ticket(s).
18. PERMITS MAY NOT BE USED FOR ANOTHER DATE OR GROUP. **NO RAIN DATES ARE GIVEN IN ADVANCE.**
19. All requests for refunds must be received in writing (no phone calls) along with the original permit and if applicable, original bus tickets.
Refunds:
 - 30 days or more prior to the reserved date, a full (100%) refund shall be issued.
 - 10-29 days prior to the reserved date, a 50% refund shall be issued.
 - Less than 10 days prior to reservation date, NO REFUND.
20. BUS TICKETS / PREPAID VUF TICKETS ONLY: Any unused tickets may be returned, accompanied by a letter requesting a refund within 60 days after the outing date.
21. There is a ten-dollar (\$10.00) processing fee on all refunds.

APPLICATIONS FOR ALL FACILITIES WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.



New York State
Parks, Recreation and
Historic Preservation

LONG ISLAND STATE PARKS REGION

2023 Application for Youth Group Permit

(FEES, DATES AND INFORMATION CONTAINED HEREIN ARE SUBJECT TO CHANGE)

USE THIS YOUTH GROUP APPLICATION FOR DAY CAMPS, DAY CARE CENTERS, RELIGIOUS YOUTH GROUPS

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

PLEASE PRINT NEATLY – ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.

- NAME OF PARK REQUESTED:**
1ST choice: _____
2ND choice, if desired: _____
3RD choice, if desired: _____
EVENT DATE:
1ST choice: _____
2ND choice, if desired: _____
3RD choice, if desired: _____
- NAME OF ORGANIZATION OR GROUP** _____
NAME OF DIRECTOR _____ **PHONE** _____
NAME OF PERSON IN CHARGE _____ **PHONE** _____
- EMAIL ADDRESS:** _____
- STREET (where permit will be mailed to)** _____ **APT #/FL** _____
TOWN/CITY _____ **STATE** _____ **ZIP** _____
- APPROXIMATE TIME OF ARRIVAL:** ____ AM / ____ PM; **APPROXIMATE TIME OF DEPARTURE:** ____ AM / ____ PM
- TOTAL # PEOPLE** ____; **# CARS** ____; **# BUSES / VANS** (see bus section) ____
- GROUPS MUST BE SUPERVISED BY COMPETENT ADULT SUPERVISORS IN A MINIMUM RATIO OF ONE SUPERVISOR PER TEN CHILDREN. IF SWIMMING, SUPERVISION BY COMPETENT ADULT SUPERVISORS MUST BE A MINIMUM RATIO OF ONE SUPERVISOR PER SIX CHILDREN.**

NUMBER OF COUNSELORS (minimum age 18): MALE ____; FEMALE ____

NUMBER OF CHILDREN: MALE ____; FEMALE ____

- FOR SWIMMING AT HECKSCHER, SUNKEN MEADOW, OR JONES BEACH YOU **MUST** INDICATE FIRST AND SECOND CHOICE SESSION TIME:**

MARK 1ST CHOICE WITH #1, MARK 2ND CHOICE WITH #2

| | | |
|-----------------------------------|------------------------|----------------------|
| HECKSCHER BAY: | ____ 10:45am - 12:45pm | ____ 1:15pm - 3:15pm |
| SUNKEN MEADOW SOUND: | ____ 10:45am - 12:45pm | ____ 1:15pm - 3:15pm |
| JONES BEACH, OCEANFRONT: | ____ 10:45am - 12:45pm | ____ 1:15pm - 3:15pm |
| JONES BEACH, WEST BATHHOUSE POOL: | ____ 10:45am - 12:45pm | ____ 1:15pm - 3:15pm |
| JONES BEACH, ZACH'S BAY: | ____ 10:45am - 12:45pm | ____ 1:15pm - 3:15pm |

PAVILION RESERVATIONS ARE MADE THROUGH RESERVEAMERICA, <https://www.reserveamerica.com/> OR BY CALLING (800) 456-2267.

PERMITS WILL NOT BE ISSUED FOR APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO EVENT DATE.
NO BOOKINGS OVER THE PHONE. AVAILABILITY OF DATE IS NOT GUARANTEED UNTIL PERMIT IS ISSUED.
BEFORE BOOKING YOUR BUS, PLEASE BE AWARE THAT DATE REQUESTED MAY BE UNAVAILABLE.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS.

SIGNATURE: _____ **DATE:** _____

NOTE: IF YOU DO NOT RECEIVE YOUR PERMIT 5 DAYS PRIOR TO YOUR EVENT, CALL PERMITS @ 631-321-3515

PAYMENT

DO NOT PRINT THIS PAGE DOUBLE SIDED

BUS PERMIT (_____ X \$75 each) \$ _____

BUS PERMIT- STATE TAX EXEMPT (_____ X \$35 each) *FORM ST-119 MUST BE INCLUDED.* \$ _____

TOTAL ENCLOSED \$ _____

Check or Money Order payable to: New York State Parks

Check/Money Order # _____

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX

Credit card #: _____

Exp. Date: _____ Security Code # _____

Name on Card: _____

Signature: X _____

BE SURE TO:

1. SUBMIT COMPLETED APPLICATION WITH REQUIRED DOCUMENTATION IN PERSON OR BY MAIL SO THAT IT IS **IN OUR OFFICE AT LEAST 14 DAYS PRIOR TO THE DATE OF YOUR EVENT.**
2. ENCLOSE A SELF-ADDRESSED, STAMPED, #10 BUSINESS ENVELOPE (4 1/8" X 9 1/2").
3. ENCLOSE FORM ST-119 FOR STATE TAX EXEMPT BUS PERMIT.
4. ENCLOSE PAYMENT. DO NOT MAIL CASH.

Mail to:

Permits – Youth Group
PO Box 247
Babylon, NY 11702

OR

Bring in person to:

Long Island Regional Headquarters-Permits
Monday-Friday, 9:00am to 4:45pm
625 Belmont Avenue
West Babylon, NY 11704
SOUTHERN STATE PARKWAY (EXIT 37N)

**ALL APPLICATIONS RECEIVED IN LESS THAN 14 DAYS IN ADVANCE OF EVENT DATE WILL BE RETURNED.
ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Group Use Permit applications can be downloaded at parks.ny.gov → Regions → Long Island → Permits

THIS PAYMENT DOCUMENT WILL BE SHREDDED ONCE PAYMENT IS PROCESSED.

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

INSURED

COMPANY A

COMPANY B

COMPANY C

COMPANY D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| CO LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
|--------|--|---------------|----------------------------------|-----------------------------------|--|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT | | | | GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000 PERSONAL INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXPENSE (Any one person) \$ 5,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | COMBINED SINGLE LIMIT \$ BODILY INJURY/PERSON \$ BODILY INJURY/ACCIDENT \$ PROPERTY DAMAGE \$ AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE <input type="checkbox"/> INC <input type="checkbox"/> EXCL OFFICERS ARE: | | | | WC STAT. LIMITS <input type="checkbox"/> OTHER \$ EL EACH ACCIDENT \$ EL DISEASE-POLICY LIMIT \$ EL DISEASE-EA EMPLOYEE \$ |
| | OTHER Bldrs. Risk/Floater Disability | | | | Contract Value \$ _____ DBL * Statutory |

MUST MEET OR EXCEED MINIMUM LIMITS

MUST BE WORDED EXACTLY AS SHOWN

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The People of the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, the Long Island State Park, Recreation and Historic Preservation Commission, their commissioners, officers, agents and employees are named as additional insured.

CERTIFICATE HOLDER

LONG ISLAND REGION
 N.Y.S. OFFICE OF PARKS RECREATION &
 HISTORIC PRESERVATION
 BELMONT LAKE STATE PARK
 P.O. BOX 247
 BABYLON, NY 11702-0247

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE